Vidya D

+91 8179373369

[vidya.dbindu.sree@gmail.com](mailto:vidya.dbindu.sree@gmail.com)

Professional Summary

Having good 5+ years of experience in US Staffing

Thorough understanding of US recruitment industry – Recruiting, OPT Recruitment and H1 Transfer.

Full life cycle IT solutions Staffing and Recruiting experience with the flexibility and ability to multi-task in number and variety of projects.

Experiencing in finding consultant and placing them for the requirement.

Proactive and Quick learner with exceptional flexibility and ability to work independently and also as a team.

Having excellent knowledge of recruiting and hiring processes.

Excellent working Knowledge on MS Outlook, MS Excel & MS Word.

Good understanding of the market (US), Visa terms (H1B, EAD, GC, Citizens), Employment Terms (C2C, Fulltime) and Payment terms (C2C, 1099, W2 (per hour and Salary basis)

Strong interpersonal and communication skills, creativity, excellent attitude towards teamwork and common goals achievement.

Complete understanding of different job boards such as Dice.com, LinkedIn, and Desi opt to find active candidates.

Recruited on various skills sets include: Java, Dotnet, C++, Python, DevOps, Cloud, CRM, Automation, Android, ETL, BI, Data Warehouse, Salesforce, Data science, Database, Front End, SOA, Network, Security etc.

WORK EXPERIENCE:

Company Name- FSTeck LLC

Position: Senior USIT Recruiter, HR manager and OPT Recruiter

Duration: January 2022 – September 2023

Roles & Responsibilities:

A human resources manager, or HR Supervisor, is responsible for coordinating all administrative activities related to an organization's personnel. Their duties include developing recruitment strategies, implementing systems for managing staff benefits, payroll and behavior and onboarding new employees.

Maintaining All list’s of suitable candidate’s from All different Portals

Sourcing the OPT candidates from different portals/ Universities.

Experienced in Posting advertisements in university sites and various job portals.

Effectively recruited candidates through internet research, internal database, cold calling, referrals, networking and other strategies.

Build and develop relationship with career development advisers/officers’ schools, Colleges and Universities

Conducting preliminary interview and schedule the technical interview with Recruiting Managers.

Interaction with the Recruiting Managers and finalizing the deal for the candidate.

Experienced in following up with the candidate and make sure to explain the compensation benefits and other terms and conditions.

Working with State client’s , Implementation Partner’s and Few direct cleints.

Company Name: Aroha Technologies

Position: Senior USIT Recruiter and OPT Recruiter

Duration: May 2017 – December 2021

Roles & Responsibilities:

Good Experience in Hiring OPT/CPT/EAD/H1B/ candidates for Training & Placement on various technologies.

Sourcing the OPT candidates from different portals/ Universities.

Experienced in Posting advertisements in university sites and various job portals.

Effectively recruited candidates through internet research, internal database, cold calling, referrals, networking and other strategies.

Build and develop relationship with career development advisers/officers’ schools, Colleges and Universities

Conducting preliminary interview and schedule the technical interview with Recruiting Managers.

Interaction with the Recruiting Managers and finalizing the deal for the candidate.

Experienced in following up with the candidate and make sure to explain the compensation benefits and other terms and conditions.

Experienced in collecting all the documents from the candidates.

Act as first line of communication between candidates and hiring managers

Feedback from training coordinators throughout the course

Maintained long-term rapport with qualified candidates

Maintaining database of students passing out & students about to Pass out.

Get them on board for training (Entry level guys) or direct marketing (Experienced guys).

Maintaining a healthy pipeline of OPT/CPT/H1B Consultants for Training or Direct marketing

Involved in explaining about the training and probationary period and protocol

Assistance in resume preparation and review

Gathering feedback regarding the consultant submission from recruiters (sales).

Prepare & maintain the record for submissions and feedback.

Interaction with the Team leads and finalizes the deal for the candidate.

Follow up with the candidate and make sure to explain the compensation benefits and other terms

Make sure to collect all the documents from the candidates.

Get them on board for training (Entry level guys) or direct marketing (Experienced guys).

PERSONAL PROFILE

Name : Vidya D

Phone : +91 8142123926

E-Mail : [vidya.dbindu.sree@gmail.com](mailto:vidya.dbindu.sree@gmail.com)

Marital Status : single

Nationality : Indian

Languages Known : English, Hindi, and Telugu

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| --- | --- | --- | --- |
| Degree/ Standard | Institution | Passed Year | Percentage |
| B.Tech-(Information Technology) | JNTU kakinada | 2015 | 78.0 |
| Board of intermediate education,A.P | Sri Chaitanya Junior College, Vijayawada | 2010 | 82.8 |
| SSC | Netaji English medium school | 2008 | 82.6 |

I hereby declare that the abovementioned information is true to the best of my knowledge.

Vidya.